

Staying On Track Webinar Series

October 2016

This webinar series, Staying on Track is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Staying On Track- September Webinar

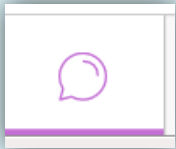
Using the Webinar Technology



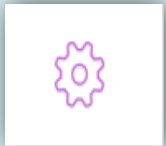
This icon raises your hand. However, the notifications for this have been turned off. If you have questions, you can type them in the chat section.



This button will open up the session menu.



Click on this icon to type questions and share feedback during the session.



Click on this icon to adjust the settings for notifications (when people enter/leave or when chat messages are sent).

Overview of the Webinar Series

- This webinar series is designed to help School Food Authorities and Directors stay on track with requirements for the National School Lunch and School Breakfast Programs.
- We will review relevant updates and key tasks that should be taking place throughout the month to ensure your program is operating within the regulations and meeting important deadlines.

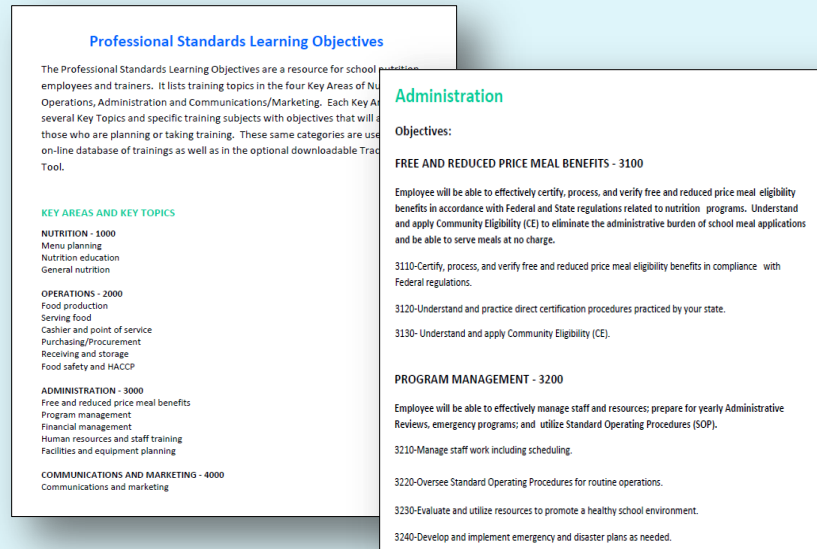
Today's Webinar

- Today's webinar will cover:
 - Submitting monthly claims
 - AFR reminder
 - Verification
 - Professional Standards
 - National School Lunch Week
 - Q&A

Professional Standards for School Nutrition

- Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements per USDA's Professional Standards regulation.
- These training requirements were created with the intent of helping employees enhance their knowledge, skills and abilities **specific to their position in NSLP.**
- To count a training towards an employee's training hours, trainings must:
 - align with the employee's job duties
 - meet at least one of USDA's Learning Objectives

Professional Standards Learning Objectives



The *Professional Standards Learning Objectives* is a resource for school nutrition employees and trainers.

- It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing.
- Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training.

ADE Trainings and Assigned Learning Objectives

All of the trainings offered by ADE have been designed to meet one of the Professional Standards Learning Objectives.

- *Refer to today's agenda*



Staying on Track Webinar

October 4, 2016, 1:30-2:30 pm

Training Hours: 1 hour

Professional Standards Learning Codes: 3110, 3230, 3430

This webinar will highlight updates for the coming school year and review important tasks that should be taking place to promote program compliance and enhance operations. It will also highlight some of the resources available to assist LEAs in the day-to-day operations in the month of October.

At A Glance Calendar and Monthly Checklists

[illegible]

NSLP at a Glance Calendar

Monthly Checklist

At A Glance Calendar and Monthly Checklists

OCTOBER

OCTOBER 1 – NOVEMBER 1

VERIFICATION

- ☐ **OCTOBER 1-10** Submit September reimbursement [claim](#).
- ☐ **OCTOBER 1** [Annual Financial Report](#) for private schools, BIA and RCCIs.
- ☐ **OCTOBER 15** [Annual Financial Report](#) for public schools.
- ☐ **OCTOBER 31** Best Practice: Conduct CNP Direct Certification.
- ☐ Complete [Daily Production Records](#).
- ☐ Count meals at POS and complete [Daily Edit Checks](#).

MONTHLY CHECKLIST

OCTOBER 2016

first month of verification activities

TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON <u>Drop-in Workshop: Preparing for Verification</u>	
ONLINE <u>Always available</u>	<u>Always available</u>
WEBINARS <u>Staying on Track: October 4</u>	<u>Staying on Track: November 1</u>
PROFESSIONAL DEVELOPMENT	

Updates	Resources
<input type="checkbox"/> October 10 – October 14 Prepare and celebrate National School Lunch Week! This year's theme: <i>Show Your Spirit</i>	http://schoolnutrition.org/nslw/ • School Nutrition Association (SNA) National School Lunch Week
<input type="checkbox"/> October 1 – October 10 Submit September claims for reimbursement	http://www.azed.gov/health-nutrition/nslp/trainings/ • Online Training: How to Submit a Claim in CNPWeb
<input type="checkbox"/> October 1 – November 15 Verification Activities <ul style="list-style-type: none"> <input type="checkbox"/> October 1: Determine the total number of free income applications, reduced income applications, case number applications, and foster applications on file as of October 1 (will need to report this number on the Verification Report) <input type="checkbox"/> October 31: Determine the total number of students directly certified, certified free due to an income application, case number application, foster application, and certified reduced due to an income application as of October 31 (will need to report this number on the Verification Report) <input type="checkbox"/> Continue to check off tasks completed on the Verification Best Practices Calendar 	http://www.azed.gov/health-nutrition/nslp/verification/ • The Eligibility Manual for School Meals (USDA), Revised 2016 Section 6 begins guidance on Verification • Online Training: How to Conduct Direct Verification

Submitting Monthly Claims

Submitting Monthly Claims

- It's a best practice to submit your claims between the 1st and 10th of the month. This ensures timely payment of your reimbursements.
- October 30 is the last day to submit or revise ***August*** claims.



Annual Financial Report

Annual Financial Report Reminder

- This report was due yesterday (10/3) for private schools, BIE schools, and RCCIs.
- The report is due **10/15** for all public and charter schools.
 - This is a Saturday, but it does not change the due date. Make sure it is submitted by COB on 10/14!
- Contact Andrea Coffman if you have questions about this report.

Andrea.Coffman@azed.gov

602-364-2358

Verification

Verification


- Verification is the process of
 - Selecting a small number of the applications on file;
 - Contacting the household to request documentation to support what they put on the application;
 - Verifying that the documentation provided matches what is on the application.
- Must be completed by November 15.

Verification Resources

Verification Webpage

You are here: [Home](#) / National School Lunch & School Breakfast Program

National School Lunch & School Breakfast Program



Mission:

To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.

**How LEAs
Apply for the
National School Lunch
&
School Breakfast Programs**

**Operating the
National School Lunch
&
School Breakfast Programs**

Verification

Everything Verification is found here! Click here for Verification Best Practices Calendar, program forms and resources to help you through the Verification Activities and submitting the CNP Verification Report!





Manuals, Guides, and Memos

Available with detailed information on requirements regarding verification, eligibility, special dietary needs...

Verification

**Drop-in
Workshop:
Preparing for Verification**
October 3, 5, 7, 12!

Come with applications with ADE (optional) Click here to register

VERIFICATION

PHASE 1: Prepare
September - October 1

[Verification Best Practices Calendar](#)

Start here! Download the Best Practices Calendar to view deadlines and tasks of Verification.

- Study up on Verification
 - Review the Online Training: Verification Review
 - Review the USDA Student Eligibility Manual for School Meals (Chapter 4 begins Verification guidance)
- Student Eligibility Checklist - double check that all eligibility practices have been completed.
- Verification Counting Cheat Sheet - which applications should be counted in the sample pool.

PHASE 2: Calculate and Select
Starts October 1

- Verification Non-Response Rates 2015-2016 (used to determine 2016-2017 Verification sampling method)
- Verification Sample Size Calculator

When you first arrive to the calculator website, press CTRL and F5 simultaneously to refresh your page. You will then be using the most updated version of the calculator.

PHASE 3: Verify
October - November 15

[Verification Tracking Form](#)

Follow the steps on the tracking form to correctly verify household applications. As you complete the form additional instruction and forms may be needed. Please refer to the corresponding links below.

Verification

- ADE has broken it down into 4 phases to help simplify the process:
 - Phase 1- Prepare
 - Phase 2- Calculate and Select Apps
 - Phase 3- Verify
 - Phase 4- Report

Verification Resources- Prepare



PHASE I: Prepare September - October 1

[Verification Best Practices Calendar](#)

Start here! Download the Best Practices Calendar to view deadlines and tasks of Verification.







- Study up on Verification
 - Review the [Online Training: Verification Review](#)
 - Review the [USDA Student Eligibility Manual for School Meals](#) (Chapter 4 begins Verification guidance)
- [Student Eligibility Checklist](#)– double check that all eligibility practices have been completed.
- [Verification Counting Cheat Sheet](#)– which applications should be counted in the sample pool.

Verification Resources

VERIFICATION BEST PRACTICES SCHEDULE SY 16-17

ALL BOLDED RESOURCES CAN BE FOUND ON THE ADE VERIFICATION
WEBPAGE AT : <http://www.azed.gov/health-nutrition/nsip/verification/>

 PHASE 1: Prepare September – October 1	 PHASE 2: Calculate and Select Applications Starts October 1
<p>Study up on Verification</p> <ul style="list-style-type: none"> Review the <i>Online Course: Verification Review</i>. Review the <i>USDA Student Eligibility Manual for School Meals</i> (Section 6 begins Verification guidance). <p>PREPARE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the ADE Verification Webpage. <input type="checkbox"/> Complete/Review the Student Eligibility Checklist. <input type="checkbox"/> Conduct Direct Certification again (best to find all matches <u>before</u> Verification!). <input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of <u>paper applications</u> on file as of <u>October 1</u>: <ul style="list-style-type: none"> <input type="checkbox"/> Categorically free applications (Case number, Foster) <input type="checkbox"/> Free by income applications <input type="checkbox"/> Reduced by income applications <input type="checkbox"/> Did NOT count any applications for students that were Directly Certified <input type="checkbox"/> Did NOT count any applications that have been copied <input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.) <p><i>*If you need assistance with calculating how many applications should be verified, sign up for the ADE Drop-in Workshop: Preparing for Verification offered on October 3, 5, 7, and 12!</i></p>	<p>CALCULATE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Verification Non-Response Rate Report <ul style="list-style-type: none"> If your LEA is highlighted in green, you can use <i>any</i> sampling method (Standard, Alternate 1, or Alternate 2). If your LEA is not highlighted in green, (no highlight or yellow), <i>must</i> use Standard sampling method. <input type="checkbox"/> Does your Sponsor qualify for use of Alternative Sample Size (green)? _____ (yes or no) <input type="checkbox"/> Choose sampling method (Circle the method you plan to use): <ul style="list-style-type: none"> Standard or Alternate 1 or Alternate 2 <input type="checkbox"/> Use the ADE Verification Calculator online to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to correct sample size). <p>SELECT APPLICATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator. <input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).
 PHASE 3: Verify October – November 15	 PHASE 4: Report November 16 – February 1
<p>VERIFICATION ACTIVITIES- October 1- November 15</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <ul style="list-style-type: none"> Conduct Confirmation Review. Run Direct Verification. If household did not match in Direct Verification, send a Notice of Verification to household, review documentation submitted by household and send a Letter of Verification Results. <input type="checkbox"/> Count the number of <u>students</u> on file as of <u>October 31</u>: <ul style="list-style-type: none"> Students and extended household members directly certified through CNP Direct Certification with SNAP Students and extended household members directly certified through CNP Direct Certification with TANF Students and extended household members directly certified through CNP Direct Certification with FDIPIR Students directly certified as homeless, migrant, runaway, Head Start, or Foster Students free due to a case number or foster application Students free by income applications Students reduced by income applications 	<p>END OF VERIFICATION- November 15</p> <p>All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none"> Household is matched on Direct Verification. Household responded; LEA received documentation that confirmed eligibility. The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household. Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. <p>REPORT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Begin CNP Verification Summary Report (Part I and Part II) in Common Logon. <input type="checkbox"/> Submit CNP Verification Report to ADE no later than February 1. <p><i>*If you need assistance submitting your CNP Verification Report, sign up for the ADE Drop-in Workshop: Submitting the Verification Report offered on December 7, 14 and January 18, 25!</i></p>

Verification Resources- Prepare



PHASE I: Prepare September - October 1

Verification Best Practices Calendar

Start here! Download the Best Practices Calendar to view deadlines and tasks of Verification.



- Study up on Verification
 - Review the [Online Training: Verification Review](#)
 - Review the [USDA Student Eligibility Manual for School Meals](#) (Chapter 4 begins Verification guidance)
- [Student Eligibility Checklist](#)– double check that all eligibility practices have been completed.
- [Verification Counting Cheat Sheet](#)– which applications should be counted in the sample pool.

ONLINE COURSE: VERIFICATION REVIEW



Revised September 2014
 "Verification Review" is available for the School Food Incentive in the state of Arizona. All applications are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. This guidance reflects guidance provided by USDA and FNS policy at the time this course was released.

WEB-BASED COURSE
 Professional Standards Learning Code: 3110

Length: 2 hours

STUDENT ELIGIBILITY CHECKLIST

PHASE 1: PREPARE

1. At least one person in our organization has access to Common Login and can use CDP Direct Certification/Direct Verification.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
2. Ran CDP Direct Certification for our entire enrollment.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Search method used:					
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDIR.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
b. Our site did <u>not</u> extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
3. Printed or saved the CDP Direct Certification Match results.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	N/A
5. Processed all applications checking for completeness:					
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDIR based on Indian Tribal Organizations).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
c. We ensured the total household members box was filled out and that there was Social Security Number information on all income applications.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
d. We ensured all applications contained an adult signature.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
f. We marked which applications were error-prone.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
6. Sorted all paper applications according to their eligibility categories and methods of certification:					
a. Divided free by income, free by case number, free by foster, reduced by income.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
b. We labeled all paper applications for students who are Direct Certification matches and filed them separately.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
c. We removed all paper applications for foster students who provided a notice to Provider and filed them with their Notice to Provider.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
d. We labeled all applications for students who have withdrawn from school.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
7. Created a Benefit Issuance Document (BID):					
a. Our BID indicates the method of certification for each student.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
b. Our BID indicates the date of approval/effective date of benefits.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

Arizona Department of Education. Released October 2015

VERIFICATION COUNTING CHEAT SHEET

PHASE 1: PREPARE

	Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Free	✓		✓
Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
Foster Box checked	Free			✓
Income Application- Free	Free	✓		✓
Income Application- Reduced	Reduced	✓		✓
Income Application- Paid	Paid	✓		
Other*				
CDP Direct Certification Match Results (SNAP/TANF/FDIR)	Free	✓	✓	
CDP Direct Certification Match Results (Foster, Migrant)	Free		✓	
Notice to Provider (Foster)	Free		✓	
Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
Head Start/Even Start Enrollment Roster	Free		✓	
TANF Agency Letter	Free	✓		
FDIR Agency Letter	Free	✓		
SNAP Agency Letter	Free	✓		

*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.

Arizona Department of Education. Released September 2015

Verification Resources- Calculate and Select



PHASE 2: Calculate and Select

Starts October 1

- [Verification Non Response Rates 2015-2016](#) (used to determine 2016-2017 Verification sampling method)
- [Verification Sample Size Calculator](#)

When you first arrive to the calculator website, press CTRL and F5 simultaneously to refresh your page. You will then be using the most updated version of the calculator.

[illegible]

Arizona Department
of Education

CNP - Verification Sample Size Calculator

ADE Home Page	Health & Nutrition Services	Verification Information	Guidance Manuals	Common Logon
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Instructions

Standard Sampling

Random Sampling (Alternate 1)

Focused Sampling (Alternate 2)

This Verification Sample Size Calculator is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each Sponsor must determine which Verification sampling method they are qualified to use by first finding their **Verification Non-Response Rate** from the previous school year, and then by answering the questions in the **Verification Method Decision Tree**. This information can be found at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Once the **minimum** Verification sample size has been calculated, Sponsors must select the required number of applications accordingly, based on the sampling method used, as instructed here.

Refer to the **Eligibility Manual for School Meals** and the **Verification Guidance Manual** for additional details regarding the Verification process. This information can be found at:

<http://www.azed.gov/health-nutrition/nslp/manuals/>

Verification Resources- Verify



PHASE 3: Verify October – November 15

[Verification Tracking Form](#)

Follow the steps on the tracking form to correctly verify household applications. As you complete the form additional instruction and forms may be needed. Please refer to the corresponding links below.



- [Confirmation Review](#)
 - [HNS 56-13 Verification Confirmation Review](#)
- [Conduct Direct Verification in Common Logon](#)
 - [Step by Step Instruction: How to Conduct Direct Verification \(full version\)](#)
 - [How to Directly Verify Income and Foster Applications \(reference page\)](#)
 - [How to Directly Verify SNAP and TANF Case Number Application \(reference page\)](#)
- [Verification Notice to Households](#)
 - [Notification of Verification Letter \(English\) \(Word\)](#)
 - [Notification of Verification Letter \(Spanish\) \(Word\)](#)
- [Verification Notice of Results to Households](#)
 - [Sources of Acceptable Income Documentation](#)
 - [Letter of Verification Results \(English\) \(Word\)](#)
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Verification Resources- Verify

VERIFICATION TRACKING FORM
PHASE 3: VERIFY

Attach to each application selected for verification with a copy of all documents from household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No

Original Determination was (check one):

☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)

☐ Free Eligible Based on Income/Household Size Information

☐ Reduced-Price Eligible

Step 1 ☐ Identify your *confirming official*. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.

☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.

☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with **new** application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):

☐ Matched in MA, SNAP, TANF or FDPIR: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.

☐ Matched in FOSTER/MIG/HOM: Print off results and attach to this tracking form. If any child resulted in a Match in either the Foster, Migrant or Homeless column- Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the LEA must then contact the household to verify those children.

☐ No Match: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____

☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)

☐ Follow-up official must sign and date household application

Step 4 ☐ Results of Verification (Select ONE):

☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification Resources- Verify



PHASE 3: Verify October – November 15

[Verification Tracking Form](#)

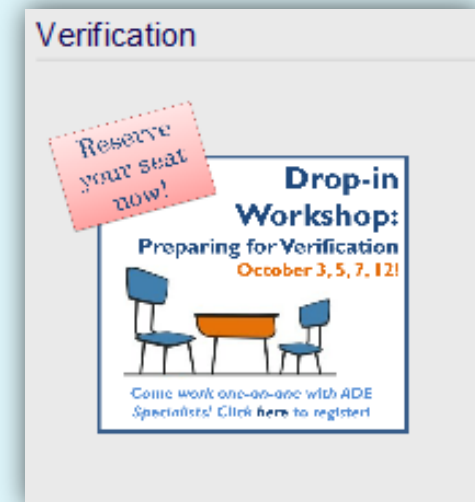
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Verification Resources

- Preparing for Verification Workshops
 - Work one on one with your NSLP Specialist
 - Review your application counts,
 - Choose the appropriate sampling method and do the calculation,
 - Choose applications
 - Flagstaff Wednesday October 5
 - Tucson Friday October 7
 - Phoenix Wednesday October 12



Professional Standards

Professional Standards for School Nutrition

- Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements per USDA's Professional Standards regulation.
- These training requirements were created with the intent of helping employees enhance their knowledge, skills and abilities **specific to their position in NSLP.**
- To count a training towards an employee's training hours, trainings must:
 - align with the employee's job duties
 - meet at least one of USDA's Learning Objectives

Professional Standards



USDA Professional Standards For School Nutrition Professionals

Resources and information for the new Professional Standards Rule.

Designing your Employee Training Plan

A Course for School Nutrition Directors



PARTICIPANT'S WORKBOOK - 4 HOURS
SAND Human Resources and Staff Training

SAND develops employee training plans, including a plan for teaching training.

REVISED AUGUST 2016

ADE Designing your Employee Training Plan

- Designing your Employee Training Plan Workbook (August 2016)
- Pre-Assessment
- Post Assessment

Tracking

ADE Hiring Tracking Forms (**only required if Director was hired on or after July 1, 2015*)

- LEAs with 2,499 or less students
- LEAs with 2,500-9,999 students
- LEAs with 10,000 or more students

ADE Training Tracking Forms (**required for all school nutrition, regardless of hire date*)

- School Nutrition Program Directors
- Managers
- Full Time Staff
- Part Time Staff
- Non-Program Staff

Professional Standards Job Categories

Directors- individuals responsible for the operation of school nutrition programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program.

Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.

12 hours minimum of annual continuing education/training.

Every LEA must designate a Director.

Professional Standards Job Categories

Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.

10 hours minimum of annual continuing education/training.

Professional Standards Job Categories

Other staff are staff members (full-time and part-time) involved in the operation of food service. Typically, staff do not have management responsibilities, but duties may include preparing and serving meals, processing transactions at point of service, and reviewing the free/reduced price applications, along with other routine work.

Full Time- 6 hours minimum of annual continuing education/training.

Part Time- 4 hours minimum of annual continuing education/training.

Professional Standards Job Categories

Non-program staff are staff members who provide support to, but are not specifically involved in, the operation of the school nutrition program, such as the custodian.

Non-program staff members that work part-time on school nutrition program activities throughout the school year must also comply with the training requirements.

4 hours minimum of annual continuing education/training required only for those non-program staff members that provide support to school nutrition programs **THROUGHOUT** the school year.

Professional Standards Training Planning and Tracking

You must track **planned** and **completed** training.

SCHOOL YEAR: _____

DIRECTOR TRAINING TRACKER FORM

12 Annual Required Training Hours

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM DIRECTOR TRAINING STANDARDS
All School Nutrition Program Directors are subject to the new training requirements below. School Nutrition Program Directors are the individuals who plan, administer, implement, monitor, and evaluates all aspects of the school nutrition program.
Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

EMPLOYEE INFORMATION

Name: _____ Title: _____
Hire Date (MM/YYYY): _____
(If hired on or after July 1, 2012) Date Director completed eight hours of Food Safety Training (MM/YYYY): _____
*Director's hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Recycling/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: 0 / 12 COMPLETED TRAINING HOURS TO DATE: 0 / 12

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

SCHOOL YEAR: _____

MANAGER TRAINING TRACKER FORM

10 Annual Required Training Hours

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM MANAGER TRAINING STANDARDS
All School Nutrition Managers are subject to the new training requirements below. School Nutrition Program Managers are the individuals responsible for management of the day-to-day food service at a school under the Local Educational Agency (LEA).
Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

EMPLOYEE INFORMATION

Name: _____ Title: _____
Hire Date (MM/YYYY): _____

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Recycling/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: 0 / 10 COMPLETED TRAINING HOURS TO DATE: 0 / 10

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

SCHOOL YEAR: _____

FULL TIME STAFF TRAINING TRACKER FORM

6 Annual Required Training Hours

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM FULL TIME STAFF TRAINING STANDARDS
All School Nutrition Full-Time Staff are subject to the new training requirements below. School Nutrition Full Time Staff are the individuals that work more than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.
Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

EMPLOYEE INFORMATION

Name: _____ Title/Position: _____
Hire Date (MM/YYYY): _____ Average number of hours worked/week: _____

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Recycling/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS: 0 / 6 COMPLETED TRAINING HOURS TO DATE: 0 / 6

PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED

PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS

Professional Standards Training Planning and Tracking

EMPLOYEE INFORMATION

Name:

Title:

Hire Date (MM/YYYY):

IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

Professional Standards Training Planning and Tracking

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: <input type="text" value="0"/> /10				COMPLETED TRAINING HOURS TO DATE: <input type="text" value="0"/> /10		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

National School Lunch Week

October 10-14, 2016

National School Lunch Week

- Created in 1962 by President John F. Kennedy
- Goals:
 - Promote healthy menus and increase lunch participation;
 - Expand online marketing reach of school nutrition programs via social media, blogs, and more;
 - Garner increased awareness with parents, administrators, and the media about the importance of school meals.

National School Lunch Week

October 10-14, 2016



National School Lunch Week

- **S**pread the word
- **P**romote NSLW
- **I**nvolve students
- **R**ecognize the importance of a healthy school lunch
- **I**nvide community leaders, parents and the media to have lunch at your school
- **T**ell SNA about your celebrations

National School Lunch Week

- October 12, 2016 is National Take Your Parents to Lunch Day!
 - Invite parents to dine with their students and experience how wonderful your meals are.
 - Give a tour of your facility and provide recipes for parents to take home.

National School Lunch Week



www.SchoolNutrition.Org

Question and Answer Session

Thank you!

This concludes the content for today's webinar. I will now take questions you have about the webinar or any other topics that have come up during your operations.